

STANDING ORDER

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3 1. Civil Law and Motion is heard on Fridays, at 9:30 a.m. Criminal Law and
4 Motion is heard on Fridays, at 10:30 a.m. Counsel need not reserve a hearing date in advance
5 for civil motions. However, noticed dates may be reset as the Court's calendar requires.
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7 2. Case Management and Pretrial Conferences are heard on Fridays, at 1:30 p.m.
8 Case Management Conferences will no longer be recorded, unless requested by the parties.
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10 3. In cases that are randomly assigned to Judge Spero for all purposes, a Consent to
11 Proceed before a U.S. Magistrate Judge and a Declination to Proceed Before a Magistrate Judge
12 And Request For Reassignment to a United States District Judge Forms will be mailed to all
13 parties. The parties are requested, within two weeks from receipt of the form, to complete and
14 file the form indicating their consent or request for reassignment to a District Judge.
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16 4. Parties with questions regarding scheduling of settlement conferences should
17 contact Judge Spero's secretary, Mary Ann Macudzinski-Gomez, at (415) 522-3691. All other
18 scheduling questions should be addressed to Judge Spero's courtroom deputy, Karen Hom, at
19 (415) 522-2035.
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21 5. In lieu of filing formal discovery motions, lead trial counsel for Plaintiff(s) and
22 lead trial counsel for Defendant(s) shall meet and confer **in person** regarding the subject matter
23 of the Motion(s) in an effort to resolve these matters. After attempting other means to confer on
24 the issue (i.e. letter, phone call, e-mail) any party may demand such a meeting on ten (10)
25 business days' notice. The location of the meeting will alternate with the first location selected
26 by counsel for Plaintiff, the second by counsel for Defendant, etc. Within five (5) business days
27 of the lead trial counsels' meet-and-confer session, the parties shall provide a detailed Joint
28 Letter to the Court. This Joint Letter shall include a description of every issue in dispute and,

1 with respect to each such issue, a detailed summary of each party's final substantive position
2 and their final proposed compromise on each issue. Upon receipt of the Joint Letter the Court
3 will determine what future proceedings are necessary.
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5 6. In all "e-filing" cases, when filing papers in connection with any motion for
6 determination by a judge, the parties shall, in addition to filing papers electronically, lodge with
7 chambers a printed copy of the papers by the close of the next court day following the day the
8 papers are filed electronically. **These printed copies shall be marked "Chambers Copy" and**
9 **shall be submitted directly to Magistrate Judge Spero's chambers in an envelope clearly**
10 **marked with the judge's name, case number and "E-Filing Chambers Copy." Parties**
11 **shall not file a paper copy of any document with the Clerk's Office that has already been**
12 **filed electronically.**
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14 7. Any proposed stipulation or proposed order in a case subject to electronic filing
15 shall be sent by email to jcsपो@cand.uscourts.gov. This address is to be used only for
16 proposed orders unless otherwise directed by the Court.
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18 IT IS SO ORDERED.
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20 Dated: May 29, 2007


21 JOSEPH C. SPERO
22 United States Magistrate Judge
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4 UNITED STATES DISTRICT COURT
5 NORTHERN DISTRICT OF CALIFORNIA
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8 **NOTICE OF RULE DISCONTINUING SERVICE BY MAIL**
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10 This is an E-filing case. Pursuant to Local Rule, the Court will no longer serve any counsel
11 by mail. If counsel wish to be served with documents generated by the Court, they must register for
12 E-filing pursuant to Local Rule 5-4 and General Order 45.

13 IT IS SO ORDERED.
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15 Dated: May 30, 2003

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18 JOSEPH C. SPERO
19 United States Magistrate Judge
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**STANDING ORDER FOR ALL JUDGES OF THE NORTHERN DISTRICT OF
CALIFORNIA**

CONTENTS OF JOINT CASE MANAGEMENT STATEMENT

Commencing March 1, 2007, all judges of the Northern District of California will require the identical information in Joint Case Management Statements filed pursuant to Civil Local Rule 16-9. The parties must include the following information in their statement which, except in unusually complex cases, should not exceed ten pages:

1. Jurisdiction and Service: The basis for the court's subject matter jurisdiction over plaintiff's claims and defendant's counterclaims, whether any issues exist regarding personal jurisdiction or venue, whether any parties remain to be served, and, if any parties remain to be served, a proposed deadline for service.
2. Facts: A brief chronology of the facts and a statement of the principal factual issues in dispute.
3. Legal Issues: A brief statement, without extended legal argument, of the disputed points of law, including reference to specific statutes and decisions.
4. Motions: All prior and pending motions, their current status, and any anticipated motions.
5. Amendment of Pleadings: The extent to which parties, claims, or defenses are expected to be added or dismissed and a proposed deadline for amending the pleadings.
6. Evidence Preservation: Steps taken to preserve evidence relevant to the issues reasonably evident in this action, including interdiction of any document-destruction program and any ongoing erasures of e-mails, voice mails, and other electronically-recorded material.
7. Disclosures: Whether there has been full and timely compliance with the initial disclosure requirements of Fed. R. Civ. P. 26 and a description of the disclosures made.
8. Discovery: Discovery taken to date, if any, the scope of anticipated discovery, any proposed limitations or modifications of the discovery rules, and a proposed discovery plan pursuant to Fed. R. Civ. P. 26(f).
9. Class Actions: If a class action, a proposal for how and when the class will be certified.
10. Related Cases: Any related cases or proceedings pending before another judge of this court, or before another court or administrative body.
11. Relief: All relief sought through complaint or counterclaim, including the amount of any

damages sought and a description of the bases on which damages are calculated. In addition, any party from whom damages are sought must describe the bases on which it contends damages should be calculated if liability is established.

12. Settlement and ADR: Prospects for settlement, ADR efforts to date, and a specific ADR plan for the case, including compliance with ADR L.R. 3-5 and a description of key discovery or motions necessary to position the parties to negotiate a resolution.

13. Consent to Magistrate Judge For All Purposes: Whether all parties will consent to have a magistrate judge conduct all further proceedings including trial and entry of judgment.

14. Other References: Whether the case is suitable for reference to binding arbitration, a special master, or the Judicial Panel on Multidistrict Litigation.

15. Narrowing of Issues: Issues that can be narrowed by agreement or by motion, suggestions to expedite the presentation of evidence at trial (e.g., through summaries or stipulated facts), and any request to bifurcate issues, claims, or defenses.

16. Expedited Schedule: Whether this is the type of case that can be handled on an expedited basis with streamlined procedures.

17. Scheduling: Proposed dates for designation of experts, discovery cutoff, hearing of dispositive motions, pretrial conference and trial.

18. Trial: Whether the case will be tried to a jury or to the court and the expected length of the trial.

19. Disclosure of Non-party Interested Entities or Persons: Whether each party has filed the "Certification of Interested Entities or Persons" required by Civil Local Rule 3-16. In addition, each party must restate in the case management statement the contents of its certification by identifying any persons, firms, partnerships, corporations (including parent corporations) or other entities known by the party to have either: (i) a financial interest in the subject matter in controversy or in a party to the proceeding; or (ii) any other kind of interest that could be substantially affected by the outcome of the proceeding.

20. Such other matters as may facilitate the just, speedy and inexpensive disposition of this matter.